

**AMENDMENT**  
**Request for Proposal**

Amendment Date: May 8, 2013

Amendment Number: 1

Bid Event ID: EVT2295

Document Number: RFX0000391

Closing Date: May 23, 2013, 2:00 PM

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Item: Software, Library Statistics Tool

Agency: State Library of Kansas

Period of Contract: Date of Award through June 30, 2018  
(with the option to renew for two (2) additional two (2) year periods)

**Conditions:**

**See the attached answers to questions submitted to the Procurement and Contracts concerning the above mentioned RFP.**

A signed copy of this Amendment must be submitted with your bid. If your bid response has been returned, submit this Amendment by the closing date indicated above.

I (We) have read and understand this amendment and agree it is a part of my (our) bid response.

NAME OF COMPANY OR FIRM: \_\_\_\_\_

SIGNED BY: \_\_\_\_\_

TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

Amendment Number 1 EVT0002295 was recently posted to the Procurement and Contracts' Internet website. **The bid document can be downloaded by going to the following website:**

<http://www.da.ks.gov/purch/Contracts/bids.aspx>

**It is the vendor's responsibility to monitor the Procurement and Contracts' website on a regular basis for any changes/addenda.**

1. The document references that the data collection software must already be built and have a user base. Is this a mandatory requirement?

Answer: Yes, It is mandatory that the software be tested and in full production.

2. Why does Kansas State need a form to disseminate to their libraries to collect data? Can they ask the libraries to fill out the target form directly? Or, is this target form a summary of all the individual libraries data?

Answer: The data is collected from individual libraries and aggregated at the State level. State level data is submitted to the Census Bureau, where the data is aggregated at the National level.

3. Can we get a copy of the data collection questions they want to use to collect data from their state libraries?

Answer: Yes, attached.

4. Can we get access to the target system?

a. <https://harvester.census.gov/imls/plscollect/plslogin.asp>

Answer: The target system is owned by the U.S. Census Bureau, access would have to be granted by them. It should be noted, though, that the data is uploaded to the Census Bureau's system in Excel (.xls), comma-delimited (.csv) or fixed-length text (.txt) formats.

5. What are the requirements of the state libraries data collection form?

a. Does it need to use some form of authentication?

Answer: Yes, the individual libraries' access must be authenticated, preferably through username and password. The survey administrator must have administrator access to all of the libraries' surveys.

b. Does it need to be web-based or non-web-based?

Answer: The data collection must be online.

i. Does it matter?

6. Can we get a sample of the previous state library data collection forms used in Kansas?

Answer: Yes, attached.

7. What is the format of the 'current' (old) data? PDF? Database? What kind of database?

Answer: The current data is in Excel format.

a. Can we get a sample copy of the data as a PDF or database table?

Answer: Yes, attached.

8. Is the data and the forms standard for each state or is this a unique form that Kansas created and is not common with any other state?

Answer: A core set of data elements are standard across the states. Kansas also includes some state-specific data elements. The form is unique to Kansas.

9. Methodology: Is this section to be the response to Attachment A or is this to be a separate written section?

Answer: A separate written section.

10. Where should Attachment A be located within the response?

Answer: It should be included with the Technical Proposal.

11. Please confirm our understanding of the Cost Table:  
Column 2 (Date of Award through 6-30-2018 )includes costs for the initial term, 5-year term through June 2018  
Column 3 (2<sup>nd</sup> Year) includes costs for the first renewal term, 2-year term July 2018 through June 2020  
Column 4 (3<sup>rd</sup> Year) includes costs for the second renewal term, 2-year term July 2020 through

June 2022

Column 5 (Row Total) includes the sum of costs in columns 2-4

Answer: Yes.